

**MASTER AGREEMENT**

*between the*

**COLEMAN COMMUNITY SCHOOLS**

*and the*

**COLEMAN EDUCATION ASSOCIATION**

**2022-2025**

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WITNESSETH

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Coleman Community Schools is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

WHEREAS, the parties have reached certain understandings which desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I- RECOGNITION

The board hereby recognizes the Coleman Education Association MEA-NEA as the sole and exclusive bargaining representative for all professional and/or certified, non-supervisory personnel whether under contract, either verbal or written, employed by the Board; including teachers, therapists, psychologists, social workers, and nurses. Such representation shall cover all personnel assigned to newly created positions unless the Association and the District agree in advance that such positions are principally supervisory and administrative. Such representation shall exclude superintendent, assistant superintendents, directors of school and community relations, principals, assistant principals, business manager, (and the titles of any other positions which are "supervisory" within the meaning of PERA). The term "teacher" when used hereinafter in the Agreement shall refer to all employees represented by the Coleman Education Association/MEA-NEA in the bargaining or negotiating unit as above defined.

ARTICLE II- RIGHTS OF THE BOARD

- A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right to:
1. Manage and control its business, its equipment and its operations and to direct the working forces and affairs of the Coleman School District.
  2. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement.
  3. To hire, promote, suspend and discharge employees, determine the size of the work force and to lay off employees, but not conflict with the provisions of this Agreement.
  4. Adopt reasonable rules and regulations.
  5. Determine the qualifications of employees, including physical conditions providing such selection shall be based on lawful criteria.

6. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
  7. Determine the placement of operations, production, service, maintenance, or distribution of work, and the source of materials and supplies.
  8. Determine the financial policies, including all accounting procedures and all matters pertaining to public relations.
  9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement.
  10. Determine the policy affecting the selection, or training of employees providing that such selection shall be based upon lawful criteria.
- B. The listing of specific management rights in this Agreement is not intended to be nor shall be restrictive of or a waiver of any rights of management not listed and specifically surrendered.

#### ARTICLE III- TEACHER'S RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any teacher, or the Association, rights they individually or collectively have under the law.
- B. Teachers shall be entitled to full rights of citizenship.
- C. The parties agree that the provisions of this Agreement shall not be applied in a manner which is arbitrary, capricious, or discriminatory in regard to race, creed, disability, religion, color, national origin, age, sex, or marital status.
- D. A teacher shall be entitled to have present representatives of the Association when he/she is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance.
  1. When a request for such representation is made, no action shall be taken with respect to the teacher until such representation of the Association is present.
  2. In the event a teacher exercises his/her right to have representatives present, the teacher and the representatives must appear within one (1) school day.
- E. After 24 months, an employee may petition the Superintendent to remove negative material from his/her personnel file. The request for the removal of documents should be in writing stating the reasons for removal. The Superintendent may approve or deny the request at his/her discretion. If the Superintendent denies the request, the reason for denial shall be communicated in writing.

#### ARTICLE IV- ASSOCIATION RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to the Association, rights it has under the law.
- B. The Association is entitled to the same rights and privileges as a community organization regarding the use of school facilities.
- C. Authorized representatives, acting in official capacity for the Association, shall be permitted to transact official Association business on school property, outside of the classroom, providing that this shall not interfere with their teaching responsibilities or interrupt normal school operations. The authorized representative shall check in at the principal's office in the building he/she is visiting. Association members, Board Members or their agents shall make every effort to avoid discussing Board, Association, or personal views on matters relating to supervisory/teacher or Board/Association relationships in the presence of students.
- D. The Association shall be allowed to use bulletin boards in faculty areas, school mail services, school e-mail, fax machines, and copy machines for materials relating to its official business. The Association shall reimburse the District related costs. All such materials must designate the person circulating it.
- E. The Board agrees to furnish to the Association a current copy of each of the following when the materials are made available to the Board in final form, either in printed format or digitally at least 24 hours prior to each board meeting:
- Superintendent's Annual Report
  - Proposed Budget
  - List of certified teachers with their salary, degree, experience
  - Board Agenda
  - Board Minutes
  - Audit
- F. The Coleman Education Association will have one hour on the first work day of school each year to conduct Association business. The first teacher work day each school year will follow the scheduled professional development days unless prior agreement is reached between the Association and the Board.
- G. All new hires at the beginning of school year will attend a full work day for New Teacher Orientation that will be scheduled on the yearly calendar. Those hired after the start of the school year will attend the following school year.

#### ARTICLE V- PAYROLL DEDUCTIONS

- A. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.
- B. HSA pretax: Barring any unforeseen circumstances, or family status, teachers will be able to change the amount they choose to deposit into their HSA account twice each school year.

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ARTICLE VI- TEACHING YEAR, HOURS AND CLASS LOAD

- A. The teacher's year shall consist of a contractual period of a maximum of 185 days (a minimum of 1098 scheduled student contact hours), made up of no less than 180 full days of pupil instruction, and up to three (3) days for teacher work day/recording grades, one (1) day parent/teacher conferences and minimum state required hours for professional development.

The Board and the Association recognize the 40 hour work week for all professional personnel. The normal teacher's day shall be from 8:00 a.m. until 3:30 p.m., including lunch. Instruction and/or professional activities and monitoring of students on the school premises shall begin at the start of the teacher's normal day.

The time after student dismissal shall be used by teachers for professional activities on the school premises (including any responsibility duly assigned by the Administration) but not to include Association business.

- B. Upon mutual agreement of the Board and the Association, the starting time of an individual teacher's workday may vary from year to year. A format, as established by the administration, will be implemented in a manner deemed by the administration to be appropriate for the student instruction. The regularly scheduled duty day for classroom teachers (including classroom instruction time, preparation periods and non-instructional student supervision time such as student 'passing periods', duty-free lunch periods, but excluding staff meetings called under the auspices of section C of this article) shall not exceed a continuous seven hours and thirty minutes per day.

Conferences requested by a student, parent, or administrator to be held during a bargaining unit employee's preparation period, will require the employee's voluntary permission to use their scheduled preparation time for such purpose. If the employee is unavailable during the school day for such a conference, an alternative before or after school accommodation will be made by the employee for the conference at a mutually agreeable time within a three (3) school day period unless both parties agree to other dates and times.

Conference requests shall be considered differently than preparation time which includes time for creating and organizing for lessons, grade level meetings, data analysis meetings and student support meetings such as ACE cases.

- C. Wednesdays shall be reserved by all teachers for professional meetings to be called by the Superintendent or Principals when necessary and are not to exceed one hour in duration. These meetings shall be limited to a total of two hours after a full school day schedule per month; additional meetings are possible by mutual agreement with the Association. With ten (10) days notice, the two hours may be scheduled in one block for general staff meetings at the building level. At some time during the school year with ten (10) school days notice to the staff, the Superintendent may schedule up to two (2) additional hours of professional development. These meetings will follow immediately after school dismissal. Teachers may not be excused from staff meetings for extra curricular assignments without prior approval from a building administrator.

Early Release days will typically be assigned on Wednesdays, unless mutually agreed upon between the Superintendent and the Association to be on a different day of the week. There will be no student supervision, instruction or extra-curricular assignment work required or performed

during Early Release time. Early Release Time will be for the purpose of professional development and school improvement. On Early Release days, no required staff meetings or trainings will be scheduled that run after normal contracted time.

- D. All teachers shall have a duty free uninterrupted lunch period of at least 30 minutes in length.
- E. The salary schedule is based on a five day week devoted to scheduled student instruction in the format(s) adopted by the Board for any given grade level(s) and/or building(s). In addition, at the Junior/Senior High School, all classroom teachers will have as part of their regularly scheduled duty day one continuous unassigned block of preparation time during the student day equal in length to the majority of instructional class periods being offered at that level (except in accordance with Section G of this Article).

In the event a format is adopted that would increase the number of daily student instructional periods to seven or more, a letter of understanding affirming the number of instructional periods must be approved by the Administration and the teachers assigned to the building(s) affected. The approval process for the affected building(s) will consist of a secret ballot having the support of more than a simple majority of the teachers assigned to the building.

- F. All elementary teachers will receive at least 150 minutes per week of preparation time, in increments of not less than 25 minutes each, during the student's day, and at least 30 minutes of preparation time before or after the student day. Every attempt will be made to offer teachers a preparation period each day.

No more than one 15 minute recess duty may be assigned per teacher per week (with the exception of inclement weather).

- G. The Board may, with the teacher's permission, assign a teacher to an additional instructional period during the student's day (in lieu of a preparation period) with additional compensation computed as a pro-rata fraction of the length of the preparation period to the length of the teacher's duty day.
- H. Three teachers may engage during the school day in negotiations on behalf of the Association with any representative of the Board, or two may participate in any professional grievance negotiations, and shall be released from their regular duties without loss of salary but only if such meeting is scheduled during the teacher's duty day by the Board.
- I. Every effort will be made to secure a qualified substitute teacher when a classroom teacher is absent for one-half day or more. If a teacher works as a substitute teacher during his/her scheduled preparation period, /she shall receive compensation of \$15.00 per half hour.

- J. Release time for assessments, evaluation/grading, and travel time between buildings are as follows:

- 1. Two (2) sub days shall be provided to each teacher in grades K-6 for the evaluation/grading of assessments. This release time may be taken in increments as small as two hours at a time. Teachers may use this time in conjunction with other teachers who are assessing, i.e., Teacher 1 has a sub from 8:00-10:00, Teacher 2 has the same sub from 10:00-12:30 (lunch taken out) and Teacher 3 has the same sub from 12:30-2:30.

2. Special education teachers will receive one day per year for the completion of Medicaid reimbursement and other special education paperwork. Teachers may take this time in increments as small as one hour if coordinated with other teachers and a substitute teacher brought in for at least half a day.
  3. Travel time between buildings will be considered to be eight (8) minutes, unless an individual agreement is reached between Administration, the member, and the Association.
  4. All CEA members will greet families and community members at a 1.0 hour Open House within the first two weeks of the start of the school year and no sooner than the first Teacher Work Day/PD Day. Dates/times will be determined with input from building staff and the full CEA Executive Board. The final decision rests with the administration. Open House attendance would take the place of one (1) one-hour 3:00 p.m. staff meetings (September) as indicated in Article VI Section C. Teachers may not be excused from Open House for extra-curricular assignments without prior approval from a building administrator and no more than three (3) staff members shall be approved per building. Absence due to emergency situations may be granted by Superintendent approval. Dates for Open House at each building will be set prior to the end of school the previous June.
- K. To offset the necessity of signing out early for appointments, teachers may sign in prior to the normally scheduled work day (8:00 a.m.) on the day in which flex time is to be used. This flex time may be used in lieu of using sick time for appointments. This flex time may not be used more than twice per week and must be used with prior approval from the building principal. Teachers must continue to sign out before leaving, but indicate that they are using flex time. Flex time may only be used after the end of the school day.
- L. Any teacher leaving the building to which assigned during the contracted day, for sick or personal time, shall sign the sign-out register in the principal's office with the exception of lunch periods. This time is deducted from sick or personal time except when using flex time, as stated in Article VI(L).

#### ARTICLE VII- ASSIGNMENTS

- A. Assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, and extra duties enumerated in Schedule B, and summer school courses shall not be obligatory; consent of the teacher is necessary.
- B. Teachers will be encouraged to volunteer for extra-curricular organizational activities which are not a part of Schedule B.
- C. Each CEA member and his/her immediate family shall have free admission to all home regular season athletic events. The CEA member must be present at the event, but not necessarily as a spectator, for the immediate family member to be admitted without charge. Although the CEA member must be present at the event, he/she need not accompany the immediate family member into the event.

#### ARTICLE VIII- TEACHING CONDITIONS

- A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever reasonable, but should not exceed an



average pupil-teacher ratio of 30:1, except for physical education and music/band classes. If a class is over 30:1, excluding physical education and music/band classes, the teacher will be provided paraprofessional support in accordance with the CESP contract. If paraprofessional support is not available, the Association and Administration will meet to determine an appropriate stipend.

B. Least Restrictive Environment (LRE)/Inclusive Education/Mainstreaming:

1. The Board recognizes that all students have a right to an education and may assign students with disabilities to the buildings and classrooms that the students would normally attend if the students were not disabled.
2. Prior to any LRE placement, the Board shall provide professional development to the teacher(s) regarding the instruction and behavioral management of students with disabilities in the regular education classroom setting, including, but not limited to, the differing approaches, problems, and techniques to be utilized with varying disabilities.
3. The mainstreamed students with an Individualized Educational Plan (IEP) participation in the regular education classroom shall not significantly disrupt or have a negative impact on the educational process for either the student(s) with disabilities or other students in the classroom. These mainstreamed students will be counted toward the teacher's ratio limit as indicated in VIII.A. at all times during the instructional day even if the student's attendance in the classroom is scheduled by minutes, hours or the whole day.
4. The Board and the C.E.A. agree that no member shall be expected to perform nor be liable for the performance of any medical or custodial procedures such as, but not limited to: catheterization, suctioning, ostomy, tracheotomies, feeding and feeding tubes, toileting, diapering bathing, lifting, dispensing of medication, postural drainage or percussion, and any other medical procedures that a parent can perform without a medical degree.
5. Should a student require or have occasional need of a procedure outlined in the above paragraph, the Board agrees to provide a paraprofessional or other professionals to address such needs.

C. Should a multi-grade class (a class in which two grade levels are taught in a self-contained classroom) be necessary, a maximum of twenty-six (26) students will be maintained.

ARTICLE IX- TEACHING FACILITIES

A. The Board shall provide:

1. A separate desk for each classroom in the district.
2. A space for teachers to store coats, outerwear, and personal articles.
3. Whiteboard space in every classroom.
4. Copies, exclusively for each teacher's use, of all texts used in each of the courses he/she is to teach.

5. Storage space in every classroom for instructional material.
6. Paper, pencils, pens, whiteboard markers, erasers that are required in daily teaching responsibilities.
7. A computer with Internet access.
8. A key/or access to the building.
9. Adequate space to accommodate the number of students assigned to the classroom,taking into consideration those classrooms with the largest numbers first. Space for classrooms will take precedence whenever possible over after school/before school programs.

A teacher who is expected to move to a different classroom due to school or student need will be paid for 7 hours' of time, to be used outside of the contractual day, at the Certified Staff rate (Schedule B).

10. To the greatest extent possible, given the facilities available in the district, rooms should have adequate ventilation and heating to be conducive to learning as well as for safety. A process will be provided to staff regarding the use of room air conditioners.
- B. Telephone facilities shall be available for teachers for local calls.
  - C. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.
  - D. Adequate lounge facilities will be provided with necessary equipment such as refrigerators to store personal lunches, microwave for heating lunches, lunch tables with adequate space for eating. There will be a staff use only bathroom provided in the building.
  - E. Teachers shall cooperate in good housekeeping practices in the lounges.

#### ARTICLE X- LEAVES OF ABSENCE

##### **Non-Illness Unpaid Leave**

- A. A leave of absence of up to one (1) year may be granted to any teacher, upon written application, for the purpose of participating in Board approved exchange teaching programs in other school districts, states, territories, or countries, foreign or military teaching programs, the Peace Corps, or Teachers Corps as a full time participant in such programs, or Board approved cultural travel or work program related to his/her professional responsibilities, provided said teacher states, in writing, his/her intention to return to the school system. Upon return from such leave the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.
- B. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for one period of military duty in any branch of the armed forces of the United States. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period.

- C. A leave of absence for one (1) year may be granted for any reason (with the exception being for the sole purpose of taking a different teaching position) to any teacher who applies for a leave. Seniority shall continue to accrue during this leave as do all other leaves.
- D. Temporary employees hired to replace teachers who are on leaves of absence for less than a full school year shall be considered substitute teachers and, therefore, not bargaining unit members. Employees hired to replace teachers who are on leaves of absences that equal or exceed a full school year shall be bargaining unit members entitled to all contractual rights and benefits. Service credited and reported for seniority and longevity purposes will be provided in accordance with the law.
- E. All requests for leave of absence will be applied for and granted in writing. The teacher must apply for leave at least sixty (60) days prior to its commencement, except in cases of emergency.
  - 1. Requests shall be submitted to the Superintendent. The Superintendent will present the request with his/her recommendation to the Board of Education at the next regular meeting following the application. All leaves of absences except those exempt by law and in paragraph "C" above, are at the discretion of the Board of Education. Written notice of intention to return or resign shall be given to the Superintendent by April 1.
  - 2. No benefits will accrue to a teacher during a leave of absence except as otherwise stated herein. Upon return from leave, the teacher's accumulated sick leave accumulated at the time the leave commenced, will be restored. A teacher returning from a leave of absence shall be placed at the same  
  
position on the salary schedule, no experience credit to be given except as otherwise stated herein.
- F. Any teacher whose personal illness extends beyond the period compensated (either through sick time or LTD) will be granted a leave of absence without pay for such time as is necessary for complete recovery for a maximum of one year.

#### **Illness or Disability Leave**

- G. At the beginning of each school year each teacher shall be credited with seven (7) days of leave, the unused portion of which shall accumulate from year to year to a total of 135 days. The leave days may be taken by a teacher for the following reasons and subject to the following conditions:
  - 1. **Personal Illness or Disability:** The teacher may use all or any portion of his/her leave to recover from his/her own illness or disability.
  - 2. **Child Care:** A leave of absence shall be granted to any bargaining unit member for the purpose of child care for immediate medical needs of a child or adopted child within the immediate family of a bargaining unit member after exhausting or being denied any Family Medical Leave Act (FMLA) rights and provisions for care of such child. Said leave shall commence upon request of the bargaining unit member. It is further provided that:
    - a. The initial leave period may be for the duration of the semester when the leave was granted plus one additional semester excluding a summer semester. The leave may be

extended up to a period of one (1) school year by written request of the bargaining unit member.

- b. A person beginning or returning from a leave shall request such leave at a marking period break and will return to a position unless the teacher is laid off.
  - c. In the event of death of the object child on the leave, the leave of absence may be terminated upon request of the bargaining unit member.
  - d. The granting of such leave will in no way interrupt seniority and rights attendant thereto.
  - e. Continuation of insurance benefits will be provided for up to an eight (8) week period concurrent with FMLA, and the bargaining unit member's sick, personal and sick bank leaves.
  - f. A member of the bargaining unit adopting a child shall be eligible to receive child care leave under the same provisions outlined above.
3. **Medical or Nursing Care:** With approval of the building principal, the teacher may take three (3) days per year to make arrangements for medical or nursing care for a member of his/her immediate family. Immediate family shall be interpreted as spouse, mother, father, children, brother, sister, father-in-law, and mother-in-law, grandchildren, grandparents, equivalent step family, and any other people living in the same household. These days shall be deducted from sick leave.
  4. **Illness in the Immediate Family:** Immediate family shall be defined as in Article X.3. above. These days shall be deducted from sick leave. Under unusual circumstances, the maximum may be increased by the Superintendent or in accordance with eligibility of Family Medical Leave Act (FMLA).

#### H. Bereavement Leave

1. **For the Immediate Family:** The teacher may take a maximum of five (5) days per death and it does not need to be taken consecutively, but within a two-month period after the death. Immediate family shall be interpreted the same as Article X.3. above, equivalent step-family or others living in the same household; these days are not deductible from sick leave.

The teacher may take a maximum of three (3) days per death for brother-in-law, sister-in-law, and grandparents, these days are not deductible from sick leave.

2. **Other Deaths:** The teacher may take one (1) day per death to attend the funeral of any person. This day shall be deducted from sick leave.

- I. The Board shall furnish each teacher with a statement at the beginning of each school year setting forth his/her total sick leave credit.
- J. Each teacher shall contribute one (1) day each year of their annual leave toward a sick leave bank until the bank accumulates 200 days. When the bank accumulates 200 days, there shall be no further deduction from the individual teacher's sick leave until such time as the bank reaches a level of 180

days. Upon reaching this level, the above procedure shall again be followed. In no event shall the sick leave bank exceed an accumulation of more than 300 days.

1. If a member uses days deducted from the sick leave bank and then their employment with Coleman Community Schools is terminated during repayment of such sick days, any remaining unspent sick/personal days in their account will revert to the CEA sick leave bank.
  2. The sick leave bank shall be administered by the Executive Board of the Coleman Education Association.
- K. Any teacher who is absent because of an injury or disease compensated by Michigan Worker's Compensation Act, shall receive from the Board the difference between the Worker's Compensation payment prescribed by law and his/her regular salary for a period of up to twelve (12) months.
- L. No charge shall be made against any sick leave account for any day on which schools are closed due to weather or other unforeseen circumstances.
- M. Teachers are encouraged to save sick days for unforeseen emergencies. When a teacher has reached the maximum of 135 sick day accumulation, they will be paid eighty-five (\$85) dollars per day for each unused sick day. This pay will be calculated yearly, and paid in June.
- N. Teachers shall be eligible for FMLA (Family Medical Leave Act) consistent with the Act and its regulations. If the employee, on his/her own volition, fails to return from FMLA, the employee may be requested to repay the District the insurance premiums paid by the District. FMLA eligible absences will run concurrently with paid sick leave usage with the required annual 12-week eligibility resetting on a rolling 12-month period per Board Policy.

#### ARTICLE XI- PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE

- A. Teachers may be granted a leave of absence with pay for Administration approved visitation at other schools, or attending meetings or conferences of an educational nature. The number of teachers allowed to leave at any one time will be within the discretion of the Administration.

These days may be granted by Administration to chaperone Coleman school related trips and events to attend their own child's field trip or event during a regular school day. It is understood however that the bargaining unit member will be assigned and expected to perform chaperone/teacher responsibilities/duties to supervise all students/adults attending and not just be accompanying their own child or children. There will be a maximum of three (3) CEA staff members allowed per event/trip and a maximum of two events (2) per staff member. At the discretion of Administration, additional staff members may be included or additional days given, while considering the impact of students in that teacher's classroom.

- B. At the beginning of every school year each teacher shall be credited with five (5) personal paid days to be used at the teacher's discretion.

1. It is understood such leave shall not be granted for the first or last day of the school year. A limit of two (2) days may be used on the first working days preceding or following a vacation period.
  2. A teacher planning to use a personal leave day or days shall notify his/her principal in writing at least three (3) school days in advance, except in cases of emergency.
  3. Personal hours or days not used shall be credited to the teacher's accumulated sick leave the following school year.
  4. The teacher shall be allowed to cancel his/her application for personal leave by 3:30 p.m. of the preceding day. No more than three people per building per day may be allowed on personal leave unless more are permitted by the superintendent.
- C. Any teacher called for jury duty during the school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact-finding shall be paid an amount equal to the difference between the teacher's daily salary and the daily jury duty fee paid by the court (not including travel allowances or reimbursement for expenses) for each day on which the teacher reports for or performs jury duty on which he/she would otherwise have been scheduled for work. Personal or Sick Leave time will be entered for this time until payment for Jury Duty is sent to the Business Office at which time Person or Sick Leave time will be reinstated and change to Jury Duty.
- D. At the beginning of every school year, the Association shall be credited with ten (10) days to be used by teachers who are officers or agents of the Association. An additional five (5) days shall be granted the Association provided the Association shall reimburse the Coleman School District for the substitute teacher's pay. The Association agrees to notify the Board or its designee and the building principal in writing no less than forty-eight (48) hours in advance of taking such leave. Not more than three (3) shall be allowed to be gone on any one day under this provision.
- E. No charge shall be made against any personal or Association leave account for any day on which schools are closed due to weather or other unforeseen circumstances.
- F. Teachers taking verified courses as mandated by law to retain teacher certificates shall be able to leave after the student day without deductions on the day of the class. Teachers will reserve Wednesday nights for staff meetings unless excused by the principal.

#### ARTICLE XII- NEGOTIATION PROCEDURES

- A. Negotiations will begin no later than the first Monday of May of the calendar year in which this Agreement expires. The Association and the Board agree to negotiate a successor Agreement in accordance with the procedures set forth herein and a good faith effort to reach an agreement concerning wages, hours, terms, and conditions of employment. Any agreement so negotiated shall apply to all teachers and shall be reduced in writing and signed by the Board and the Association.
- B. Neither party in any negotiation shall have control over the selection of the negotiation or bargaining representatives of the other party and each party may select its representatives from

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within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

- C. If parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Employment Relations Commission or take other lawful measures.
- D. Three (3) teachers may engage during the school day in negotiations on behalf of the Association with any representative of the Board.

#### ARTICLE XIII- PROFESSIONAL GRIEVANCE PROCEDURE

- A. A grievance is defined as an alleged violation of a specific article or section of this Agreement. Grievant shall be defined as the local Association, teacher or teachers. Prohibited subjects of bargaining are not subject to the grievance procedure, including evaluation, layoff and recall, merit pay, assignment and transfer, discipline and discharge.
  - 1. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievances; but such grievance shall be submitted to the following grievance procedures stated below.
  - 2. Before a grievance can be filed, however, both parties involved shall informally discuss the situation to be certain there has been a violation of any provision of this contract, or to ascertain if there is a disagreement as to a violation of any provision of this contract.
  - 3. Any grievance filed without this initial informal conference shall be considered by all parties as null and void. Said informal conference shall be held within two (2) weeks of the occurrence or at the time the individual should have had knowledge of the occurrence.
- B. The grievant must invoke formal grievance procedure on the form set forth in annexed Schedule, signed by the grievant and the representative of the Association, and it must be filed within ten (10) days of the decision at the informal conference. A copy of the form shall be delivered to the principal of the building involved and to the Association. If the grievance involves more than one building, it may be filed with the Superintendent or a representative designated by him/her.
- C. Within ten (10) days of receipt of the grievance, the principal or supervisor shall meet with the Association President, Grievance Chairperson, or his/her designee in an effort to resolve the grievance. The principal or supervisor shall indicate his/her disposition of the grievance in writing within ten (10) days of such meeting, and shall furnish a copy thereof to the Association and to the grievant.
- D. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within ten (10) days of such meeting (or twenty (20) days from date of filing, whichever shall be later), the grievance may be transmitted to the superintendent.
  - 1. If the Association does not transmit the grievance on to the Superintendent within ten (10) days after receiving the grievance from the Principal or after the expiration of time if no disposition is made, the grievance shall be considered settled.

2. If the Association does pass the grievance on to the Superintendent within the time limits prescribed, there shall be a written report signed by the President of the Association stating exactly why the Principal's disposition of the grievance was not satisfactory together with any and all information the Association has connected with the grievance.
  3. Within ten (10) days the Superintendent or his/her designee will meet with the Association on the grievance and shall indicate his/her disposition of the grievance in writing within ten (10) days of such meeting and shall furnish a copy thereof together with any and all information the Superintendent has connected with the grievance to the Association.
- E. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within ten (10) days of such meeting, the grievance may be transmitted to the Board of Education.
1. If the Association does not transmit the grievance on to the Board of Education within ten (10) days after receiving the grievance from the Superintendent or after the expiration of time if no disposition is made, the grievance shall be considered settled.
  2. If the Association does pass the grievance on to the Boards within the time limits prescribed, there shall be a written report signed by the President, Grievance Chair, or Designee of the Association stating exactly why the Superintendent's disposition of the grievance was not satisfactory.
  3. Within ten (10) days, the Board will meet with the Association in closed session, consistent with the Open Meetings Act, unless otherwise requested by the Association, on the grievance and shall indicate a disposition of the grievance in writing within ten (10) days of such meeting and shall furnish a copy thereof to the Association.
- F. If a satisfactory disposition of the grievance is not made as a result of Paragraph D, the Association may, by written notice to the Board, submit the grievance to arbitration within fifteen (15) days from the last date provided for in Paragraph E.
1. Within ten (10) days after such written notice and the submission to arbitration, the Board and the Association will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators will be made to the American Arbitration Association by the Association. The parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The arbitrator shall have no authority to review evaluation, layoff and recall, assignment, placement, merit pay, discipline and/or discharge, or any other prohibited subject of bargaining.
  2. The arbitrator so selected will hear the matter promptly and will issue his/her decision not later than twenty (20) days from the date of the close of the hearings, or, if oral hearings have been waived, then 20 days from the date the final statements and proofs are submitted to him/her. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted.



3. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
  4. The decision of the arbitrator shall be submitted to the Board and the Association, and shall be final and binding upon the Association, the Board, and the grievant.
  5. The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
- G. Any grievance which occurred prior to the ratification date of this Agreement shall not be processed.
- H. If any individual teacher has a personal complaint which he/she desires to discuss with a supervisor, he/she is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustments of a grievance be inconsistent with the terms of this Agreement.
- “Days” shall be defined as school days during the school year and days when the administrative office is open during the summer.
- I. Any time period in this Article may be extended by mutual agreement of parties involved.

#### ARTICLE XIV- STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Any case of assault upon a teacher's person or damage to his/her property which is related to his/her employment with the Board shall be reported promptly to the Board which will render assistance in handling the matter. In case the teacher suffers student damage to his/her personal property while on the school premises, the Board agrees to pay up to one hundred dollars (\$100) of the deductible portion of the teacher's personal insurance, or up to a maximum of one hundred dollars (\$100) toward the documented repair costs.
- B. Teachers have the right to expect the Board and Administrative support in their lawful and necessary actions in maintaining discipline and working with pupils and parents; such support to include referral of pupils with deviant behavior to other persons or agencies for assistance. A teacher also has the right to be advised and supplied a copy of any formal complaint to the Board concerning his/her work.
- C. Time lost by a teacher in connection with an incident mentioned in this article, non-compensable under Worker's Compensation, shall not be charged against the teacher unless he/she is guilty in a court of law.
- D. The Association agrees that it is the responsibility of all teachers to assist at all times in maintaining order in the building, on school grounds, during the normal school day.

#### ARTICLE XV- PROFESSIONAL BEHAVIOR

Teachers are expected to comply with rules, regulations and directions adopted by the Board or its representatives which are consistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens well-being or physical safety.

Teachers are expected to dress and behave in a manner that is professional and models appropriately for students and the community.

Teachers shall not leave a class unattended except in an emergency. They shall be responsible for the supervision of students on the school grounds as well as in the school building except when released by other provisions of this Agreement.

Teachers are to be responsible for the supervision of their assigned stations of duty at all times unless otherwise directed by the Principal or his/her designee. It shall be the Teacher's responsibility to supervise students and not condone student behavior which is contrary to School policy.

A Teacher shall ensure that all sides of a controversial issue are presented equally. It shall be the Teacher's responsibility to determine to the best of his/her ability that the topics and materials used will be appropriate to the maturity-level and intellectual ability of the students. Teachers shall be responsible for creating and maintaining conditions conducive to learning.

#### ARTICLE XVI- CONTINUOUS OPERATIONS

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. During the term of this Agreement neither the Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike, as defined by Section I of the Public Employment Relations Act.
- B. Both parties agree that they will not directly or indirectly engage in or assist in any unfair labor practice as defined in the Public Employment Relations Act.
- C. No teacher shall be required to report for duty if the building in which he/she is regularly employed is closed by weather or other unforeseen circumstances.

#### ARTICLE XVII-REVIEW COMMITTEE

- A. Representatives of the District and the Association shall meet informally every other month from September through May for the purpose of reviewing the implementation of this Master Agreement and of resolving problems, which may arise. If mutually agreed upon by both the District and the Association, the meeting may be adjourned until the next scheduled month if there are no matters to discuss. A meeting may also be convened sooner if either party requests one.
- B. Three or four teacher representatives shall be selected by the Association and three or four administrator representatives by the superintendent. The teacher and administrator representatives shall separately designate a teacher chairperson and an administrator

chairperson who shall serve concurrently as co-chairpersons. Each chairperson shall submit to the other chairperson, one week in advance of the scheduled meeting, items for discussion.

- C. The meetings of the Review Committee are not intended to bypass the grievance procedure outlined in Article XV of this Agreement.
- D. Agreements arrived at by the Review Committee shall be reduced to writing in the form of memoranda of understanding and submitted to the Association and the Board of Education for approval. Upon approval by the Executive Board and the Board of Education the memoranda shall become a part of the Master Agreement for the duration of the Agreement.

ARTICLE XVIII- SENIORITY

- A. Seniority shall begin as of the teacher's first working day and shall be defined as the total years of continuous service to the Coleman Community School District in a position requiring teacher certification. In the event of conflicting seniority dates, seniority shall be determined by the date of the individual teacher contracts. Board approved leaves shall be defined as continuous employment. Full time administrators are specifically excluded from this seniority list or any other contractual provisions.
- B. Any teacher who shall assume a full time educational position within the district, other than a teaching position, and returns to a position as a teacher within one calendar year shall be entitled to retain seniority rights and salary schedule advancement as would have accrued under this Agreement prior to taking the new position.

ARTICLE XIX- RETIREMENT

- A. Staff members who announce their retirement by April 1 will receive bonus pay (2% of their base annual salary, retroactive to the beginning of the current school year) as a bonus *NOT* subject to ORS contribution. Retiring members shall receive the additional pay beginning with the written announcement of their plan to retire, paid out over the remaining regular pay periods. Individuals who receive the bonus agree to terminate their health insurance before July 1. Staff that do not receive the bonus pay will receive their insurance until the end of the contract, provided that they fulfill their contract.
- B. Upon retirement, announced after December 1, but prior to May 15th in the year it is to occur, the Board will pay for unused sick leave at the following rates:

1-50 days	\$20 per day	= \$1,000	
51-100 days	\$35 per day	= \$1,750	
101-142*	\$70 per day	= \$2,940	
Total		\$5,690	Max (payable by January 31, the year following retirement)

\*Teachers retiring with more than 135 sick leave days will not be eligible for further payment under Article X.M.

#### ARTICLE XX- PROFESSIONAL COMPENSATION AND INSURANCE

- A. The basic salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. All teachers employed in this school system shall be given full credit on the salary schedule set forth in Schedule A for up to five years of outside teaching experience in any school district in the State of Michigan and other teaching or professional experience for which they are being hired and for which credit is allowed, inclusive of successful experience in other fields that show a direct connection to the area of employment

If a Salary Protect or increase beyond Step 5 is warranted, the Association and Administration will meet to determine if it will be granted. In addition, said teacher will remain on Step 5 of the applicable salary schedule until such time as they reach five years' of experience, at which time they will progress through the salary schedule.

The Board may, at its discretion, provide a one-time signing bonus for new or re-employed staff.

- C. In the event of absences not covered by paid leave the following formula shall be used to compute deductions:

Total contractual salary divided by 185 days equals the daily rate or number of days in the agreed upon calendar. This same formula shall be used in prorating salaries for teachers who do not teach the entire year. Benefits will be prorated according to the date of hire/termination. Insurance will terminate at the end of a teacher's contract year.

- D. Teachers involved in extra curricular assignments shall be compensated as set forth in Schedule B of this Agreement.
- E. The prevailing rate in the district shall be given for prior approved use of personal cars for other business of the district.
- F. Payment of salary for teachers shall be biweekly commencing the first payday after school starts. Each teacher will be paid in 26 equal payments, except on those years when there needs to be 27 equal payments. Years with 27 equal pays will be mutually agreed upon by the District and the Association and teachers will be notified in writing prior to July 1 of the beginning of the next school year. Teachers will receive their contracted balance by August 31.
- G. Grant writing compensation and summer workshop compensation shall be as follows:
  - 1. Any individual(s) who successfully write(s) a grant in excess of \$1,000, pre-approved by the Superintendent or designee, which is funded by governmental or private sources, shall be entitled to an amount equivalent to ten percent (10%) of the funded grant (exclusive of District matching funds) not to exceed \$5,000. All payments will be calculated as total compensation, including both salary and fringe benefits. A second year application of a similar grant shall be entitled to an amount equivalent to five percent

(5%) of the funded grant not to exceed \$2,500. All grant applications must be pre-approved by the Superintendent or designee and have a positive net impact on the bottom line of the district.

2. If a teacher attends a summer workshop at the request of the administration, they will be compensated at a substitute teacher's pay rate for the days in attendance.

### **INSURANCE**

- H. The Board agrees to provide, upon submission of application by the teacher and in compliance with the rules of the insurance carrier, the following protection:

### **PAK A -- FOR FULL-TIME EMPLOYEES NEEDING HEALTH INSURANCE**

The Board agrees to fund insurance for a full twelve (12) months, except as provided in Article XXI. G., as follows:

#### Insurance Plans

- PAK A 428D Plan Summary
  - MESSA ABC1
  - ABC RX
  - EA1 Rider

-or-

- Choices II Plan Summary
  - \$1,000/\$2,000 deductible
  - Saver Rx (mail order mandatory)

#### Hard Caps

- Current yearly cap amounts will remain in effect through December 31, 2022. January 1, 2022 – December 31, 2022, the yearly hard caps will be:

○ Single	\$ 7,304.51
○ 2-person	\$15,276.01
○ Full family	\$20,180.43

January 1, 2023 – December 31, 2023 – State Hard Cap amounts in effect, not to exceed 3.3% over the 2022 Hard Cap amounts.

January 1, 2024 – December 31, 2024 – State Hard Cap amounts in effect, not to exceed 3.3% over the 2023 Hard Cap amounts paid by the District.

January 1, 2025 – December 31, 2025 – State Hard Cap amounts in effect, not to exceed 3.3% over the 2024 Hard Cap amounts paid by the District.

(If the State Hard Cap increases by more than 3.3% in either the second year of the third year of the contract, the Board and the Association will reopen the Hard Cap portion of insurance language only for discussion.)

#### HSA

- No prefund of HSA. Staff members will submit paperwork to designate HSA funding to be deducted from salary bi-weekly.

Coleman Community Schools and the Coleman Education Association/MEA/NEA  
July 1, 2022-June 30, 2025

Additional PAK A Participant Benefits

- Long Term Disability - 70%  
\$5000 Maximum Monthly Salary  
\$3,500 Maximum Benefit  
Waiting Period: 90 calendar days - modified fill  
Pre-Existing Condition Waiver - Yes  
Freeze on Offsets – Yes COLA: No  
Alcoholism/Drug Waiver-Two year Limitation  
Mental/Nervous - Two year Limitation  
Educational Supplemental Program: No  
Survivor Income Benefit – 0 months  
Social Security Offset – Family  
Own Occupation – 2 years Minimum Benefit: 5%
- Delta Dental Plan  
Class I: 60%; Class II: 60%; Class III: 60%  
Annual Max for Class I, II & III: \$1000  
Lifetime Max Class IV: \$1000  
X-Rays paid under Class II  
Adult Orthodontics: No  
Sealants: No  
Cleanings: 2 per year
- \$10,000 PAK Life
- PAK AD & D \$10,000
- Vision - VSP 3- Plan year: July to July
- Basic Term Life w/ Med: \$5000

-OR-

**PAK B -- REQUIRED FOR FULL-TIME EMPLOYEES NOT TAKING PAK A**

Health            None

PAK B participants will receive the following benefits:

- Long Term Disability – 70%  
\$5000 Maximum Monthly Salary  
\$3,500 Maximum Benefit  
Waiting Period: 90 calendar days - modified fill  
Pre-Existing Condition Waiver - Yes  
Freeze on Offsets – Yes COLA: No  
Alcoholism/Drug Waiver-Two year Limitation  
Mental/Nervous - Two year Limitation  
Educational Supplemental Program: No  
Survivor Income Benefit – 0 months  
Social Security Offset – Family  
Own Occupation – 2 years Minimum Benefit: 5%

Coleman Community Schools and the Coleman Education Association/MEA/NEA  
July 1, 2022-June 30, 2025

- Delta Dental Plan
  - Class I: 80%; Class II: 80%; Class III: 80%
  - Annual Max for Class I, II & III: \$1,000
  - Lifetime Max Class IV: \$1,300
  - X-Rays paid under Class II
  - Adult Orthodontics: No
  - Sealants: No
  - Cleanings: 2 per year
- \$20,000 PAK Life
- Vision - VSP 3 plus
- \$20,000 PAK AD & D and

*Cash In Lieu* PAK B participants will be paid a total of \$2,000 cash in lieu per contract year. This will be paid in 26 installments beginning with the first regular check in September and ending with the last regular check in August.

- I. Other insurance policies and programs may be presented by either party to replace or supplement agreed to programs. However, to implement the above, both parties must agree to same in writing.
  1. Any insurance costs paid by members will be deducted beginning with the first pay of the contract year and continue consecutively for each pay period thereafter.
  2. If insurance increases by 4% administration will invite all staff to meeting to review quoted insurance, including but not limited to MESSA.

**SCHEDULE A (SALARY) / STEPS, LONGEVITY AND LANES**

- J. An additional \$1,000.00 per year will be paid by the Board of Education to a teacher commencing with that teacher's 13<sup>th</sup> year of service in the district. This amount is to be increased to \$1,800.00 per year commencing with the 16<sup>th</sup> year, \$2,750.00 per year commencing with the 21<sup>st</sup> year, and \$3,250.00 per year with the 28<sup>th</sup> year.
- K. All steps will be an on-schedule increase as indicated in the information and charts below:
  - Teachers shall receive steps and longevity and applicable lane changes in all three years of the contract.
  - In 2022-2023 of \$2,450 over the salary schedule in the previous contract (approximately 5%);
  - In 2023-2024 of \$1,550 over the 2022-2023 salary schedule (approximately 3%);
  - In 2024-2025 of \$550 over the 2023-2024 salary schedule (approximately 1%)

<b>\$2,450.00</b>	<b>increase</b>					
<b>2022-2023</b>						
<b>STEP</b>	<b>BA</b>	<b>BA+18</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	
1	36,909	37,529	38,321	39,265	40,209	
2	37,655	38,532	40,634	41,640	42,646	
3	39,113	40,721	42,952	44,015	45,085	
4	41,205	42,907	45,264	46,390	47,519	
5	43,302	45,093	47,579	48,765	49,955	
6	45,400	47,280	49,894	51,141	52,392	
7	47,496	49,471	52,210	53,518	54,827	
8	49,592	51,659	54,524	55,894	57,266	
9	51,684	53,848	56,841	58,269	59,702	
10	53,775	56,034	59,154	60,646	62,137	
11	54,949	57,239	60,397	61,907	63,419	
<b>\$1,550.00</b>	<b>increase</b>					
<b>2023-2024</b>						
<b>STEP</b>	<b>BA</b>	<b>BA+18</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	
1	38,459	39,079	39,871	40,815	41,759	
2	39,205	40,082	42,184	43,190	44,196	
3	40,663	42,271	44,502	45,565	46,635	
4	42,755	44,457	46,814	47,940	49,069	
5	44,852	46,643	49,129	50,315	51,505	
6	46,950	48,830	51,444	52,691	53,942	
7	49,046	51,021	53,760	55,068	56,377	
8	51,142	53,209	56,074	57,444	58,816	
9	53,234	55,398	58,391	59,819	61,252	
10	55,325	57,584	60,704	62,196	63,687	
11	56,499	58,789	61,947	63,457	64,969	



<b>\$550.00</b>	<b>increase</b>				
<b>2024-2025</b>					
<b>STEP</b>	<b>BA</b>	<b>BA+18</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
1	39,009	39,629	40,421	41,365	42,309
2	39,755	40,632	42,734	43,740	44,746
3	41,213	42,821	45,052	46,115	47,185
4	43,305	45,007	47,364	48,490	49,619
5	45,402	47,193	49,679	50,865	52,055
6	47,500	49,380	51,994	53,241	54,492
7	49,596	51,571	54,310	55,618	56,927
8	51,692	53,759	56,624	57,994	59,366
9	53,784	55,948	58,941	60,369	61,802
10	55,875	58,134	61,254	62,746	64,237
11	57,049	59,339	62,497	64,007	65,519

**RAISES/ENROLLMENT**

Off-Schedule: Stipend of \$300 paid in any/all years the Fall Certified Count reaches 640 FTE.

**MERIT PAY**

Any teachers who have 0 absences for the year will receive \$50 additional classroom allowance for the following school year.

On the last day of each year, teachers with 0 absences (sick, personal, vacation, deduct) for the year will receive a \$500 stipend.

Also, a teacher will receive a \$500 stipend with their last check of the contract year IF:

1. Has a Highly Effective/Effective evaluation rating AND
2. Has no discipline issues AND
3. Uses 3 or less sick/personal day (21 hours) and no deduct days AND
4. Actively participated in at least 1 School or District - assigned committee with 80% attendance

SCHEDULE B- ADDITIONAL COMPENSATION FOR EXTRA DUTIES  
OUTSIDE THE SCHOOL DAY OR SCHOOL YEAR

Should additions to Schedule B be necessary the Board or its agent(s) shall meet with the CEA to determine salary, hours, and working conditions. Deletions are acceptable if no need exists during the school year.

All current assignments are based on the BA Scale with credit for the years of experience a person has in that activity up to seven (7) years. Payment for Schedule B non-coaching assignments shall be made on the first pay period in December and June. Coach contracts will be paid out over two pays with the first pay after four (4) weeks of the season and the final payment at the end of the season, after all equipment and uniforms or uniform fees owed have been turned in or as approved by the Athletic Director.

All Schedule B positions shall be posted first to the current bargaining unit members no later than four weeks prior to any scheduled activity related to the Schedule B position. If a position is vacated or newly opened less than four weeks prior, the administration will have ten school days to post. Any member of the teaching staff who has held that position during the current year, and has not received an unsatisfactory evaluation as a coach/advisor, will be reappointed to the position for the following school year if they express an interest to the administration by May 15<sup>th</sup>. All other positions shall be considered vacant and filled at the Board's discretion.

Bargaining unit members interested in a Schedule B position that is vacant and has not been recently posted or are interested in creating a new Schedule B position should contact the Superintendent indicating his/her interest in writing. Position shall be posted at the Board's discretion. The establishment of compensation for new activities approved by the Board, shall be determined by the amount of responsibility and time involved outside of the regular school day. The amount of compensation subject to Board approval, will be recommended by a collaborative committee of the Association and Administration.

### Schedule B

Determination of sufficient student numbers to run the Schedule B position will be based on administrative review.

<i>*Boys/Girls indicates 2 different teams; Just the sport name indicates 1 team</i>	<b>Coach</b>	<b>Asst. Coach</b>	<b>Head Coach</b>	<b>Advisor</b>
<b>Sport</b>				
Football-Varsity		9.0%	12.0%	
Football- J.V.	9.0%	7.0%		
Football- Freshman	7.0%			
Boys/Girls Basketball-Varsity			12.0%	
Boys/Girls Basketball-J.V.			9.0%	
Boys/GirlsBasketball- Freshman	7.0%			
Boys/Girls Basketball- 8 <sup>th</sup>	5.5%			
Boys/Girls Basketball-7 <sup>th</sup>	5.5%			
Boys/Girls Golf			4.0%	
Boy/Girls Track- J.V. & Varsity		5.0% (1 for both)	8.0%	
Boys/Girls Track- Jr. High	5.0%			
Wrestling –Varsity		5.0%	8.0%	
Wrestling- J.V.	9.0%			
Wrestling- Jr. High	5.5%			
Baseball- Varsity		5.0% (or Freshman)	8.0%	
Baseball- J.V.	5.0%			
Pom Pon or Dance- J.V. & Varsity			4.0%	
Cross Country- HS			6.0%	
Cross Country- Jr. High			3.0%	
Volleyball- Varsity			12.0%	
Volleyball- J.V.	9.0%			
Volleyball- Freshman OR Asst. HS Coach	5.0%			
Volleyball- Jr. High	5.5%			
Boys/Girls Bowling- J.V. & Varsity			7%	
Cheerleading- Varsity			6.0%	
Cheerleading- J.V.	5.0%			
Cheerleading- Freshman	4.0%			
Cheerleading- Jr. High	3.0%			
Softball- Varsity		5.0% (or freshman)	8.0%	
Softball- J.V.	5.0%			
Band				10%
Talent Review				\$650
Honors Band				\$325
Jazz Band				\$800
Vocal (4+ performances)				4.0%

Elementary Music				3.0%
<i>*Boys/Girls indicates 2 different teams; Just the sport name indicates 1 team</i>	<b>Coach</b>	<b>Asst. Coach</b>	<b>Head Coach</b>	<b>Advisor</b>
FFA Advisor				9.0%
Ag/STEM & Elem. Ag Support				10%
Ag I Year-Round				20%
Media Arts Advisor				5.5%
Robotics- HS				5.0%
First Tech Challenge (Robotics) – Jr. High (w/ approved grant)				2.5%
Lego League & Lego League Jr. (Robotics)- 1 <sup>st</sup> -6 <sup>th</sup> (w/ approved grant)				3.0%
Student Council- HS				3.0%
Student Council- Jr. High				2.0%
Student Council- Elem.				2.0%
Fresh/Soph Class				2.0%
Jr./Sr. Class				3.0%
Honor Society-HS				2.0%
Honor Society- Elem				2.0%
STAR				2.0%
BPA				2.0%
Social Worker				3.0%
Teachers to travel between buildings annually				\$100
Certified Staff				\$30/hr
Forensic Advisor				Stipend TBD
Fine Arts				Stipend TBD
Language Arts				Stipend TBD
United Nations Module				\$650
Debate				Stipend TBD
Jr./Sr. High Dramatics				\$650 per performance
Science Olympiad				Stipend TBD
Quiz Bowl Advisor				\$650

# Article XXII Coleman Community Schools 2022-2023

August 2022						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	WD	25	26	27
28	FD	30	31			

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September 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T-20/26 S-20/23

October 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	C	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-21/47 S-20/43

November 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T-18.5/65.5 S-19/62

December 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T-15/80.5 S-15/77

January 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	WD	21
22	23	24	25	26	27	28
29	30	31				

T-21/101.5 S-20/97

February 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

T-20/121.5 S-20/117

March 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

T-18/139.5 S-18/135

April 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

T-19/158.5 S-19/154

May 2023						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
G	22	23	24	25	26	27
28	29	30	31			

T- 22/180.5 S-22/176

June 2023						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	LD	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T-4.5/185 S-5/181

July 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Closed/ Holidays

1/2 Day students/Staff PD p.m.

Half Day students & staff

Early Release Students (Elem. 2:0  
J/S High 1:50)

Teacher Work Day (WD) (no school for students)

Half Day students/Staff WD in p.m.

Professional Development (PD) Day (partial count toward instructional time assuming law remains)

Open House Aug. 24<sup>th</sup> Elem. 5:30-6:30; Jr./Sr. 6-7:00

FD- First Day; LD- Last Day; C- Conferences 12-8/No School; G- Graduation

# Coleman Community Schools

2023-2024 School Year **(Tentative)**

August 2023						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	WD	FD	23	24	25	26
27	28	29	30	31		

T-11                      S-8

September 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

T-19/30                  S-19/27

October 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	C	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T-22/52                  S-21/48

November 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

T-18.5/70.5              S-19/67

December 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-14/84.5                S-14/81

January 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	WD	20
21	22	23	24	25	26	27
28	29	30	31			

T-22/106.5              S-21/102

February 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	22	23	24	
25	26	27	28	29		

T-21/127.5              S-21/123

March 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-16/143.5              S-16/139

April 2024						
Su	M	Tu	W	Th	F	S
4	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

T-21/164.5              S-21/160

May 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
G	20	21	22	23	24	25
26	27	28	29	LD	31	

T- 20.5/185              S-21/181

June 2024						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FD- First Day; LD- Last Day; C- Conferences 12-8/No School; G- Graduation

School Closed/ Holidays

1/2 Day students/Staff PD p.m.

Half Day students & staff

Early Release Students (Elem. 2:0  
J/S High 1:50)

Teacher Work Day (WD) (no school for students)

Half Day students/Staff WD in p.m.

Professional Development (PD) Day (partial count toward instructional time assuming law remains)

Open House Aug. 24<sup>th</sup> Elem. 5:30-6:30; Jr./Sr. 6-7:00

# Coleman Community Schools

2024-2025 School Year **(TENTATIVE)**

August 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	WD	FD	21	22	23	24
25	26	27	28	29	30	31

T-11                      S-8

September 2024						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T-20/31                      S-20/28

October 2024						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	C	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T-23/54                      S-22/50

November 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

T-17.5/71.5                      S-18/68

December 2024						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T-15/86.5                      S-15/83

January 2025						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	WD	25
26	27	28	29	30	31	

T-20/106.5                      S-19/102

February 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

T-20/126.5                      S-20/122

March 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-20/146.5                      S-20/142

April 2025						
Su	M	Tu	W	Th	F	S
4	M		1	2	3	4
5		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T-17/163.5                      S-17/159

May 2025						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	LD	31

T- 20.5/184                      S-21/180

June 2025						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Early Release Students (Ele. 2:00; J/S High 1:50)    Open House Aug. 24<sup>th</sup> Elem. 5:30-6:30; Jr./Sr. 6-7:00

School Closed/ Holidays

1/2 Day students/Staff PD p.m.

Half Day students & staff

Teacher Work Day (WD) (no school for students)

Half Day students/Staff WD in p.m.

Professional Development (PD) Day (partial count toward instructional time assuming law remains)

### ARTICLE XXIII- MISCELLANEOUS PROVISIONS

- A. No polygraph or lie detector device shall be required by the Board in an investigation of any teacher unless requested by the teacher.
- B. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.  
  
Individual contracts for the ensuing school year shall be issued by the Board to all teachers, by October 1, or thirty (30) days after ratification of the Master Agreement for that school year. Individual contracts are subject to Board of Education policies pertaining to prohibited subjects of bargaining, particularly Board of Education policy regarding layoffs and recalls.
- C. This Agreement shall supersede any rules, regulations or practices of the Board or its agents, which shall be contrary to or inconsistent with its terms.
- D. Copies of this Agreement shall be duplicated and presented to all teachers now employed and hereafter employed. Duplication costs shall be shared equally by the Board and the Association.
- E. The Board agrees to maintain a list of certified substitute teachers. Teachers shall be informed of the appropriate procedure and protocol to use prior to the beginning of each school year and they shall notify the appropriate designee before 7:00 a.m. to report unavailability for work. It shall be the responsibility of the Board to obtain the substitute when considered necessary by the Administration.
- F. Supervision of a student teacher shall be voluntary and no teacher shall supervise more than one such student teacher simultaneously. A teacher shall receive special compensation for such effort, such as reimbursed by the college.
- G. This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the Board and the Association and constitutes the entire agreement between the parties. Any amendments or agreements supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.
- H. "Days" shall be defined as school days during the school year and days when the administrative office is open during the summer.
- I. Association maintains "Rights to Bargain" over the issues of alternative education.

### ARTICLE XXIV- MENTOR TEACHER PROGRAM

- A. Section 1526 of the School code of 1976 as amended by PA339 (1993) requires that "for the first three years of employment in classroom teaching, a teacher shall be assigned by the school to one or more master teachers, college professors, or retired master teachers, who shall act as a mentor to the teacher."



B. In order to formally implement a Mentor Teacher Program, the District and the Association have established the following policy:

1. This Program shall be in place to assist Probationary Teachers who are new to the profession.
2. It is understood that in order to implement Section 1526 and deal with special situations which may arise, Mentor Teachers may be selected from among professional personnel outside the District such as college professors or retired professional employees, as well as from the instructional staff. Administration may serve as Mentors if mutually agreed by the District and the Association.
3. Mentor Teachers will be appointed on a voluntary basis. Current teachers willing to serve in this capacity will submit their names to the principal or supervisor in accordance with any procedures adopted by the District.

The Mentor Teacher assignment shall be for one (1) year and subject to review by the Mentor Teacher and the Probationary Teacher after three (3) months.

Assignments of Mentors will be made within two (2) weeks of the Teacher's new hire date or their first date of on-the-job work, whichever comes first.

4. Selected Mentor Teachers will be required to participate in staff development programs on mentoring provided by the District or its designee and to perform other duties outlined by the District and required by the Tenure law, inclusive but not limited to monthly mentor/mentee 1-hour professional learning, individual conferencing, classroom observations/feedback, a portion of the District New Teacher Orientation Day. All of these activities and duties will be for the express purpose of helping Probationary Teachers become more effective instructors.
5. Those selected Mentor Teachers who are currently employed in the District shall be eligible to receive an annual stipend during any year that they serve as a Mentor Teacher. Mentor Teachers will receive a stipend of \$500 during the Probationary Teacher's first year, \$300 during the Probationary Teacher's second year, and a stipend of \$200 during the Probationary Teacher's third year. This amount will be pro-rated for less than an entire year of service. Where teachers new to the profession are assigned to more than one building, more than one Mentor may be assigned and eligible for this benefit.
6. The relationship between the Mentor and the Probationary Teacher shall be collaborative and confidential.

#### ARTICLE XXV- DURATION OF AGREEMENT

This Agreement incorporates the entire understanding of the parties and all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, except the school calendar and pupil hours of instruction whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties when they negotiated or signed this Agreement.

If an emergency financial manager is appointed by the state under the Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement at his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

This Agreement shall continue in full force and effect without change until June 30, 2025.

COLEMAN EDUCATION ASSOCIATION

COLEMAN BOARD OF EDUCATION

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Negotiation Representative

\_\_\_\_\_  
Negotiations Chairperson

\_\_\_\_\_  
Negotiation Representative

APPENDIX A

**GRIEVANCE REPORT FORM**

Building \_\_\_\_\_  
Grievant \_\_\_\_\_  
Date Filed \_\_\_\_\_

Grievance # \_\_\_\_\_

**STEP I**

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. 1. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

2. Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of CEA Rep.  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

C. Disposition of Principal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

D. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of CEA President  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

**STEP II**

A. Date Received by Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_

B. Disposition of Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_

**STEP III**

A. Date Received by Board President or Designee \_\_\_\_\_

B. Disposition of Board of Education \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date

C. Disposition of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_

**STEP IV**

A. Date Submitted to Arbitration \_\_\_\_\_

\_\_\_\_\_  
Signature of Arbitrator

\_\_\_\_\_  
Date of Decision

APPENDIX B

**GRANT WRITING COMPENSATION APPLICATION FORM FOR GRANTS OVER \$1,000  
Pre-Approval Form**

Date \_\_\_\_\_

Name(s) of Grant writer(s) \_\_\_\_\_

\_\_\_\_\_

Funding Source of the Grant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of the Grant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will this Grant benefit Coleman students? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of the Grant request \_\_\_\_\_

Principal Prior Approval \_\_\_\_\_

Superintendent Prior Approval \_\_\_\_\_

\*Attach grant requirements including reporting requirements

Cc: Business Manager  
Payroll Specialist  
Grant Writer

APPENDIX C

PAYROLL DATES	
2022 / 2023	
Pay #	Pay Date
1	9/9/2022
2	9/25/2022
3	10/7/2022
4	10/21/2022
5	11/4/2022
6	11/18/2022
7	12/2/2022
8	12/16/2022
9	12/30/2022
10	1/13/2023
11	1/27/2023
12	2/10/2023
13	2/24/2022
14	3/10/2023
15	3/24/2023
16	4/7/2023
17	4/21/2023
18	5/5/2023
19	5/19/2023
20	6/2/2023
21	6/16/2023
22	6/30/2023
23	7/14/2023
24	7/28/2023
25	8/11/2023
26	8/25/2023